

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, January 8, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, Thurow

Council Members Absent:

Others Present: Chief Schauf, Adm. Geick, Attny. Truman, Clerk Zeman, T. Pinion, C. Haggard, J. Bergin, W.R. Sauey, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Sloan and carried to approve the minutes of December 11, 2018.

Moved by Wedekind, seconded by Ellington and carried to approve the amended agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS**

- The Mayor presented the Baraboo GEM award to W.R. Sauey
- Ed White, Director of Sauk County Development Corporation (SCDC) presented the SCDC Housing Study

**PUBLIC INVITED TO SPEAK** – Kathy Sellner and Bill Sellner both completed forms to show they are in favor of the towing contract with Bill’s Towing & Auto Repair, LLC; however, neither of them wish to speak at this time.

**MAYOR’S COMMENTS** – The Mayor congratulated Wendy Hanley on her 25<sup>th</sup> anniversary with the City of Baraboo Utilities.

**CONSENT AGENDA**

**Resolution No. 18-112**

THAT the Accounts Payable, in the amount of \$7,066,726.65 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

**NEW BUSINESS**

**Resolutions:**

**Resolution No. 18-113**

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Juergen and Sheila Beyer allow them to keep three dogs in their residence until one of the three dogs passes, after which time they will be allowed to keep no more than two dogs in their residence. The exemption also requires the Beyers to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 18-113** be approved-9 ayes.

**Resolution No. 18-114**

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2019 Street Reconstruction Construction.
2. The property to be assessed lies within the following described assessment district:

#### **ASSESSMENT DISTRICTS**

##### **New Sidewalk** – That property on:

- Lake Street (between Springbrook Drive & Walnut Street) – approximately 28,600 sq ft.
- Elizabeth Street (between 15<sup>th</sup> Street & 16<sup>th</sup> Street) – approximately 1,650 sq ft

##### **New Curb & Gutter** – That property on:

- Lake Street (between Springbrook Dr and Walnut St) – approximately 3,380 feet.

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The City Engineer shall prepare a report which shall consist of:
  - (A) Final plans and specifications for the improvements.
  - (B) An estimate of the entire cost of the proposed improvements.
  - (C) A schedule of proposed assessments.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
8. The hearing shall be held in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 on February 26<sup>th</sup>, 2018 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.

9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-114** be approved-9 ayes.

**Resolution No. 18-115**

TO Authorize the agreement and contract with Bill's Towing and Auto Repair for City authorized tow services for CY 2019 and 2020. The City Attorney will draft and forward the new contract.

Moved by Wedekind, seconded by Petty and carried that **Resolution No. 18-115** be approved-9 ayes.

**MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS** - None.

**REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

**Monthly Reports for November & December, 2018 from** – Treasurer & Fire Department, Building Inspection

**Minutes from the Following Meetings –**

**Finance/Personnel Committee – Dennis Thurow Committee Rm #205**

**December 11, 2018**

Members Present: Petty, Sloan, Thurow

Absent:

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, W. Peterson, T. Pinion

**Call Meeting to Order** – Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law.

Moved by Sloan, seconded by Thurow to approve the minutes of November 27, 2018. Motion carried unanimously. Moved by Sloan to approve the amended agenda, seconded by Thurow and carried unanimously.

**Action Items**

- a) **Accounts Payable** - Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council approval of the accounts payable for \$559,325.47
- b) **Assistant Fire Chief position, Job Description and Pay Grade**  
K. Stieve noted that the 2019 Budget authorizes a full-time training officer. As discussed at prior meetings, the training of the department is of the utmost importance and this person will lead the training and help with recruitment. With this new position, there will have to be some re-organization of duties within the paid-on-call staff but the intention is to make this person second in command. It is still the intention that this position will assist with training for all City of Baraboo employees. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.
- c) **Lease with I.A.M. Dairy for parking lot at 114 Walnut Street**  
T. Pinion explained that this lease has been finalized to include an annual rental rate of \$1500 per year and a 90 day termination clause. Atty. Truman has reviewed the lease and has no concerns. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.
- d) **Taxi Operating & Capital Assistance Grant Application for 2019, policy changes, and the 2019 Lease**  
Moved by Sloan, seconded by Thurow to recommend to Council applying for the 2019 Taxi Operating & Capital Assistance Grant Application. Motion carried unanimously.
- e) **Approve & Adopt new Sewer Utility Rate Structure**  
W. Peterson explained that the rate structure is finally complete. There were two main driving points behind the rate structure change. One, in the past, we were solely based off of flow whereas most communities include a base charge and a volume charge. And two, the numerous conversations with Driftless Glen Distillery and high strengths. This was a chance to review the entire structure and the 2-tier system now allows for a base and a volume charge

guaranteeing quarterly money to cover debt. Some residents will see a slight increase in their bills due to the restructure but this is not a rate increase. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.

#### Informational Items

- a) City Attorney's report on insurance claims – None.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:35pm.

#### Administrative Committee

**December 10, 2018**

Present: Alderpersons John Alt and John Ellington

Absent: Alderperson Michael Zolper

Also Present: Mayor, Mike Palm; City Administrator, Edward Geick; Police Chief, Mark Schauf, Emily Truman, City Attorney and Finance Director, Cynthia Haggard

The meeting was called to order by Chairman John Alt at 12:00PM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of November 5, 2018, seconded by Alt and unanimously carried.

Motion by Ellington to approve agenda, seconded by Alt and unanimously carried.

#### Consider Request for Excessive Household Animals – Juergen Beyer.

Chief Schauf began with stating the Code allows the Administrative Committee to grant exceptions to the number of animals in certain circumstances. One of those circumstances is where there is a significant change in household that would cause the temporary action, which appears to be the case here. We have parents that live at 727 Walnut Street who have a dog of their own, then daughter moves in with 2 additional dogs.

The Police Department became aware of the situation when they responded to a call on the 1<sup>st</sup> of November referenced to barking and number of dogs at residence. The residents with excessive dogs was informed that the 2 dog rule existed and were told about the steps they needed to do to seek an exemption of the Code.

Proper documentation has been provided to show that the Veterinary needs have been met. The Police Officer involved believes the situation is temporary as the daughter is trying to find her own place.

Alt mentioned that one of the dogs was seriously ill. Chief Schauf affirmed and stated there would eventually be a natural reduction and also mentioned the problem could remedy itself before then. Since the initial complaint of barking dogs, there have been no more complaints.

Truman informed the Committee that the motion would be a recommendation to approve or deny to Council.

Motion to recommend the Council to consider request for Excessive Household Animals by Ellington, seconded by Alt and unanimously carried.

#### Member comments

The next meeting will be January 7, 2018 at 12:00PM CST. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Alt and unanimously carried. Meeting adjourned at 12:06PM CST.

#### BARABOO BUSINESS IMPROVEMENT DISTRICT (BID), BOARD OF DIRECTORS

**December 19, 2018**

Members Present:

Members Absent:

No Meeting was held - No Quorum.

#### Minutes of the Public Safety Committee Meeting

**December 10, 2018**

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Attorney Truman, Mayor Palm, Chief M. Schauf, Fire Chief K. Stieve, Wade Peterson, Tony Gilman, Al Mueller, Shannon Hill, Steph Shanks, Kathy Sellner, Bill's Towing, Craig's, and Ben Bromley.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 2:30P.M. at Baraboo Municipal Building. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the November 12, 2018 meeting. Motion carried unanimously.

#### New Business

- a. Consider renewing North Central Wisconsin Storm Water Coalition Cooperative Agreement – Engineer Pinion presented the background to the Committee. He said that this is the five-year renewal and is a housekeeping item. It was moved by Kolb, seconded by Plautz to renew the North Central Wisconsin Storm Water Coalition Cooperative Agreement as presented. Motion carried 3-0.
- b. Review and approve proposed parking lot Lease Agreement with I A.M. for the city-owned parking lot located south and west of 106 Walnut Street – Pinion stated that the price negotiated with Al Mueller, owner of I A.M. Dairy is \$1500.00/year. It was moved by Kolb, seconded by Plautz to recommend approval of the proposed parking lot Lease Agreement with I A.M. Dairy as presented. Motion carried 3-0.
- c. Review and discussion of on-line petition for 4-way stop signs at 5<sup>th</sup> and Oak – Pinion said that this had been discussed at a previous meeting where there had been an inquiry about this. He said the City has received a petition from Shannon Hill to be part of the agenda. He said that the City has been given a signed petition for this request. He said that this is on the agenda for review and discussion, without action being taken at this time. Chief Schauf said that the concerns that are being addressed are things that he doesn't tread lightly on. He said that he has pulled some statistical data on traffic crashes, not only at this intersection, but additional intersections within the downtown area, including 5<sup>th</sup> and Ash, 5<sup>th</sup> and Broadway, 2<sup>nd</sup> and Broadway, and 2<sup>nd</sup> and Oak. He said that 2<sup>nd</sup> and Oak being a 4-way stop in the downtown area. He said that the number of crashes in this intersection are relatively consistent with others, and in reviewing these crashes, they are actually related to someone violating that stop sign. He said that they refer back to MUTCD for direction, and there is a stop sign within a block of either side of this intersection; therefore, it does not seem to support a stop sign at this time. He said that he does understand the concerns, and he does not want to see any pedestrians hit before anything is done; however, they do have to be able to support what is done. Kolb, said with the park there and the amount of traffic from the Coffee Bean, even though it does not support it, he feels it makes sense. Schauf said that one thing that would have to be looked at is wit installing stop signs there, there would be a potential of removing some parking, and re-engineering the intersection so that vision would not be impeded. Schauf said that if the Committee decided to place a stop sign one of the things that has to be looked at is how it would properly be done with the engineering there. He said whenever safety is looked at, it is called the triangle of safety, the three "Es", engineering, enforcement, and education. Engineering, is something that has to be designed to be safety; enforcement, law enforcement has to stand up and make sure everyone is following the rules; and education, people have to understand it. Pinion said that stop signs use to be installed to control speed; however, studies have proven that this is counterproductive, because people make up for lost time in between signs. He said that with the engineering study, there is potential to take of liability putting them in where they are not warranted. He said that a warrant analysis is computer rated operations which requires traffic counts. He said that the City could provide the traffic count data to an engineer that could analyze it, which would cost approximately \$1,000. He said that the five-year of the crash history at this intersection is 7 crashes, two of them are hit-and-run sideswipes, three are people turning into an alley and backing into on-coming traffic, the all two involved people running the stop sign and not seeing the on-coming traffic. Steph Shanks asked if there was any way to make the stop sign more visible. Schauf said that there are some things that can be added that would be relatively inexpensive to make them more visible; however, they are generally a temporary measure. He said that the problem with these is that people get use to them and no longer see them. It was the consensus of the Committee that this item would be brought back to the Committee in January as an action item.
- d. Consideration of Vehicle and Equipment Towing Proposals for 2019/2020 – Schauf said that this was coming back to the Committee based on the action from last month. He said on November 12 two of the members were in session when the tow contract came up. He said that there were some questions that had come up and his goal was to have the bidders at the meeting. He said that subsequently there has been some questions and concerns, and he feels that it is quite possible that two out of the three bidders were bidding on different items within the contract, or different understanding of what the proposal was, and therefore, he is not sure that the bids were consistent. He said that both bidders, Craig's and Bill's are in attendance at this meeting. He said the questions is the amount that is billed to the City if a City vehicle has to be towed, and the second was a City tow billed to a private party. Attorney Truman said that she did review the original bid documents, and apologized saying that she feels that she did not ask the proper questions, and after receiving a call by one of the bidders reread the documents and realized that they were confusing. He said that the reason for coming back to the Committee is because a recommendation was made; however, it is totally within the legal right to extend the existing contact and to rewrite the bid documents and reopen the bidding. Craig's Towing then addressed the Committee. He stated that he did not understand the City towed vehicle vs. a vehicle for the City at the owner's expense. Craig said that he does have the ability to tow heavy equipment. Kathy Sellner, Bill's Towing then addressed the Committee. She stated the Bill's has had the contract for many years and she feels that it is their duly responsibility to do their checks, ask their questions, ask the Police Chief many questions to make sure questions are answered and the bid is being understood. She also said that they have their attorney look it over to make sure it is correct; therefore, she feels that it is due diligence to make sure that is done within the timeframe. She feel that all the bids are exposed and to open them up again, which everyone would probably bid the same, and now Craig's knows their bid. She stated that they do have the capability to haul heavy trucks; however, Craig's truck is not heavy enough to haul the City units. Bill of Bill's Towing said that the contract, which they have had for many years, is the same contract that comes out every two years, with the same verbiage. He feels that that if his company does not get the contract and the property steps were taken to make sure that the bid was submitted correctly, it is really a letdown and hardship for them. He said that he feels devastated that the City wants to reopen this when their bid was submitted correctly. Bill said that some of the Fire Department's is very specialized and needs a long under reach for the wheel life to pick it, he didn't say that Craig's can't do it; however, but his under reach to haul the pumper would not make. Bill said that when hauling this type of equipment he would think that the City would want to know about ratings, or the

personnel and type of training capacity. He said that he is as high as he can go in the US; he is a Level 3 Certified by TRA. He said that he is asking the Committee to go forward with the two-year contract, and re-look at it at the end of the contract. Kolb apologized that the City did not explain the documents better, and would encourage that is done in the future. He said that he does feel that contractors that are responding to RFPs do have to do their due diligence and make sure that everything is apples to apples; therefore, he is against reopening the contract. Plautz said that Bill's made a compelling argument, and asked when the issues were raised. Schauf said that the issues were raised after the Committee's action; however, it has not been to Council. Schauf said that there are two questions; first, the cost of towing a City vehicle, i.e. police car, taxi cab, or fire. The second question is the cost to tow a private citizen's vehicle that the City would then bill to the private citizen. He said that he views that as a vehicle being parked illegally, parked in front of a fire hydrant, and needs to be moved because of an event. Schauf said that he did not include the third step of an area that the City would bill to a private party, i.e. the police respond to a traffic crash and they contact the tow company to tow the vehicle. He said also, as mentioned at the last meeting there is towing and recovery, the physical act of towing is one price, and recovery can be a different price, depending upon on complicated that recovery gets. Schauf said that it is his understanding, based on the conversation that Craig bids his with the understanding that he would be towing all vehicles for the City, crashes and everything else; however, this is not the case, it is the towing of City vehicles, and if the City calls the company to tow for an illegally parked vehicle, how much that is going to cost, billed to the private party. It was moved by Kolb, Plautz seconded to move forward with the original action done at the November meeting. Motion carried 3-0. Kolb asked that staff continue to work on the RFP to make sure everything is apples to apples. Kathy Sellner requested to help with the process because she previously was on a National Towing Board. Craig stated that he respects the Committee's decision; however, he said if the contract were read, one wouldn't have to be lawyer to figure out that anyone would have answered the questions the same way he did, what is the public going to pay; Bill's said that they were not going to charge anything, either for the City, or the private pay.

- e. Discuss Public Works Department's snow plowing operations— Wedekind asked who notifies who and when. Schauf spoke to the most recent snow event because he was working patrol. He said about 10 p.m. the rain turned into a snow event and began to get slippery, and he and two other officers decided that curves, hills, and the hospital route, which is the standard middle of night that the City always hits. He said that a phone call was made and within 30 minutes, there were three trucks out. He said that actually the roads that were plowed actually got more slippery than roads that were not. Gilman said that they brined, received a call from the PD, three crew members were called in and were out salting until 3:00 a.m. He said that he called the officer in charge at 7:00 a.m. and was told the roads seemed to okay at that time; however, the parking lots were starting to get slippery where they had not been plowed yet. He called in staff at 8:00 a.m. and they worked until 3:00 p.m. He said that the crew experienced a breakdown, which caused some communication errors between crews causing a couple of streets that was not handled the way they should have. He said that the crew was back in Monday morning at 4:00 a.m. Schauf said that there was a communication breakdown that happened between Dispatch and the Police Department. He said that there was one resident that contacted dispatch to inform that their street had not been taken care of on 15<sup>th</sup> Avenue, the dispatch appropriately sent a message to his working supervisor; however, what dispatch didn't know was that this person wasn't at his square computer, where the message came in, but rather in the police department working on a case. Wedekind said that he has received calls from two drivers that feel they are not being called in early enough. After a lengthy discussion, it was stated that snowfalls should be monitored better.
- f. Discuss procedures for bidding public construction projects – Kolb said that this year contract went out in June and would like to see them go out earlier than that. He said that the streets that are going to be done and the budget is determined in October, contracts should be going out earlier. Pinion said that this year it would be going out in March. Pinion said that the streets that were bid and not finished in 2018 would be finished at the bid price. He said Washington and Lake Street would be the big projects in 2019 to be bid. Kolb then asked about sidewalks. Pinion said that the preliminary estimate for special assessments for sidewalk would be going out yet this month. He said the one stand-alone project for sidewalk is Elizabeth, from 15<sup>th</sup> to 16<sup>th</sup>, and some on Lake Street. Kolb asked if there would be any sidewalk in-fill, if there were money available. Pinion said that there is \$50,000 for sidewalk maintenance, but the sidewalk special assessment fund is about tapped.
- g. Review and approve 2019 budgeted vehicle and equipment purchases for the Public Works Department, Fire Department, and Utilities – Gilman presented the background to the Committee. He said for the pickup truck they were hoping to open the umbrella a bit and get three quotes each from GM, Ford, and Chrysler; however, we only received three quotes. He said that for the model pickup wanted by Public Works and Utilities, Portage Ford is \$27,863, and with all extras, it would be approximately \$30,563. He said the budgeted amount was roughly \$33,000 per pickup. Kolb asked if these pickups were all beyond their use of life. Gilman said that not beyond their useful life; however, they are getting close to the point if a move is not made at this time there would not be much resale value through the auction site. Pinion said that this pricing is for five vehicles, three Public Works, one Park, and one Utilities. He said whether one or five vehicles are ordered it is a volume discount. Peterson said that the Utility vehicle would be a second vehicle, not a replacement. It was moved by Kolb, seconded by Plautz seconded to approve the equipment purchases from Portage Ford as presented. Motion carried 3-0. Gilman said that along with the budgeted items were skid steers. He said that he reached out to several vendors, Statz & Sons, which is Case came back with an offer \$100.00 less than Brooks, which is John Deere. He said that this does not change the outcome of the quotes received, Mid-State Equipment, which is Bobcat, which is what the department currently has still remains the lowest cost. It was moved by Kolb, seconded by Plautz to approve Mid-State Equipment bid for 2019 Skid Steer purchase as presented.

- h. Review and approve Fire Department's Training Officer Position Description – Kevin Stieve presented the Position Description to the Committee. After questions, explanations, and answers from Stieve, and Administrator Gieck, it was moved by Plautz, seconded by Kolb to approve the position requirements as presented. Motion carried 3-0.
- i. Review and recommendation to adopt new Sewer Utility Rate Structure – Peterson presented the Utility Rate Structure to the Committee. He said that currently, everything is completely based on flow. He said that the auditors said that Industry Standard is a fixed cost and a variable cost. He said the Water Utility has a variable cost and a fixed cost. He said he has been working with this for three or four months now, and the hope was to present this to the Committee two weeks ago. Peterson said that the dollar amount in the budget did not change. He said that there are some customers that will see a change, plus and/or minus in their utility bill. Kolb asked why. Peterson said because of the new structure, now they are based on a fixed cost and a variable cost, so someone that used 2000 gallons of water in a quarter got billed \$31.96 because we had set a minimal of 7,500. However, now they have a cost per the size of the meter and what they use, so in that instance, customer's bill would go down \$19.00/quarter. Peterson said that someone that has 30,000 of wastewater, their bill would tip the other way. It was stated that this is a much fairer system, and more structured. Peterson said that the high-strength rate will be coming down, and he still feels the costs can be recouped. Kolb moved to recommend adopting the new Sewer Utility Rate Structure as presented. Plautz seconded the motion. Motion carried 3-0.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for November 2018 – Peterson said that 99.9 percent of these are ones going on the tax roll. Kolb moved, Plautz seconded to approve the monthly billing adjustments/credits for Sewer and Water Customers for November 2018 as presented. Motion carried 3-0.

### Reports

- a. Utility Superintendent's Report – Peterson said that Bio-solids is up and running, proficiency testing is being done today and tomorrow. He said the department's proficiency standard was 20% and was getting that very consistently this morning.
- b. Street Superintendent's Report – Gilman said that in October and November the department was consumed by leaf pickup. He said that the salt/sand has been mixed and in the bin ready to go. He said that the site for the new building is ready to go. He said that plow truck that was approved by the Committee last year for 2018 would be coming in mid-January. He stated that the garbage truck that was being hoped for December 1, is now mid-February.
- c. Police Chief's Report – Nothing to report.
- d. Fire Chief's Report – Stieve handed documents for the Automatic Aid Agreement to the Committee. Stieve gave a brief explanation and asked the Committee to look it over and bring questions back to the next meeting. He said ALICE training was done in St. Clare Hospital. He said that several responders recognized tomorrow night for their years of service. Stieve said that the department would be burning down the old Farm Kitchen on December 22, and will be working with the man with the brewery. Stieve complimented Gilman on coordinating the City auction, and for the City mechanic for continuing to diagnose the problem with the head and rescue square.

**ADJOURNMENT** – It was moved by Plautz, seconded by Wedekind to adjourn at 4:01 p.m. Motion carried

**Minutes of Zoning Ad-Hoc Committee Meeting** **November 14, 2018 at 6:00PM**  
**Call to Order** - Gil Gerdman called the meeting of the Committee to order at 6:00 PM.

**Roll Call** – Present were Gil Gerdman, Tom Kolb, Michael Zolper, Mike Carbonara, Kelsey McDermott, Nanci Caflisch, Melanie Platt-Gibson

Also in attendance was City Zoning Administrator Tom Pinion, Police Chief Mark Schauf and City Attorney Emily Truman

1. **Call to Order**
  - a. Roll Call of Membership.
  - b. Note compliance with the Open Meeting Law. Gerdman noted compliance with the Open Meeting Law.
  - c. Agenda Approval. It was moved by Kolb, seconded by Carbonara to approve the agenda as posted. Motion carried unanimously.
  - d. Minutes Approval. It was moved by Kolb, seconded by Carbonara to approve the minutes of October 24, 2018. Motion carried unanimously.
2. **Appearances/Presentations** – None
3. **Action Items**
  - a. Discussion and possible recommendation to the Plan Commission for the definition of Short-Term Rental Dwelling, Section 17.08(89L), Baraboo Municipal Code. Caflisch mentions buyer/contingent on buying factor. Definition of "owner" is explained by Truman, and that a bone fide offer to purchase would qualify. Caflisch inquires

about renewal/license timeline. Truman says the timeline can be set by the code. Kolb asks about state form required for short term rentals. Truman explains the process is handled by the state and they can change their form at any time. Carbonara asks who would enforce ordinance. Truman explains most enforcement actions are complaint based. Carbonara suggests changing 7H from 25 ft. to 15 ft. and group agrees. Kolb asks about what would happen if two people bring an infant along and how strict the two person limitation would be. Schauf suggests "two adults" instead of two people. Platt-Gibson does not agree with "adult" term since rentals might not disclose age. Committee agrees to leave language as is. Gerdman asks about application fee. Truman explains charges and how they compare to other communities with similar applications. Pinion asks about two short term rentals that already have CUPs and whether they will be grandfathered in. Truman says she will have to review the language in the permits. Kolb asks for a review of a few zoning districts because of how the zoning changes like this might affect them, to have better control over the zoning, etc. – Riverfront and South Blvd – and to separate them and also consider overlay for the East Side. Pinion explains the overlay and underlying district rules. Platt-Gibson motions to recommend approving the proposed ordinance for short term rentals. Kolb Seconded. Unanimous approval. Kolb motions to request that the Plan Commission consider looking into separating the River Corridor and South Blvd. and to create an East Side corridor overlay district. Seconded by Zolper. Unanimous approval.

4. **Information Items** - None

5. **Adjournment** - It was moved by Kolb, seconded by Cafilisch to adjourn at 6:42 p.m. The motion carried unanimously.

**Baraboo Economic Development Commission, Business Walk Review Ad Hoc Committee**

**November 15, 2018**

**I. Call to Meeting to Order and Note Compliance with Open Meeting La**

The meeting was called to order by Andrew Bingle at 5:30 PM in the Room 205 of the Baraboo Municipal Building, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.

**II. Roll Call**

Present: Bingle, Cafilisch, Taylor, White  
Absent: Ayar  
Other: Patrick Cannon

**III. Approve Agenda**

Motion to approve the agenda as presented  
Cafilisch (1); Taylor (2)  
Aye: All via voice vote  
Nay: None

**IV. Approval of Minutes**

A motion was made to approve the meeting minutes for July 31, 2018 as presented.  
Taylor (1); Cafilisch (2)  
Aye: All via voice vote  
Nay: None

**V. Public Comments**

No one from the public wished to speak

**VI. Old Business**

**a. Discussion of 2017 Business Walk results and development of implementation plan based upon results of the Business Walk.**

The Committee reviewed and discussed the final version of the summary report being distributed to the participants in the Business Walk. Also, the Committee felt that we should also include Chamber members and DBI members. The only concern was to insure that the names were compared between the various listings.

The Committee determined that the report should be distributed.

**b. Discussion of 2017 Discussion of City of Baraboo Sign Ordinance**

The overview of the Sign Ordinance was discuss as it is included in the report. The Committee felt that it contained sufficient basic information and should be included in the report being distributed.

**VII. New Business**

- a. None

**VIII. Commissioner and City Staff comments**

No comments were made at this time.

**IX. Adjournment**

Motion to adjourn the meeting was made at 5:55 pm

White (1); Cafilisch (2)

Aye: All via voice vote

Nay: None

**Baraboo Economic Development Commission**

**December 6, 2018**

**IX. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Vice -Chairperson John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, 101 South Blvd., Room 205, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statues regarding open meetings.

**X. Roll Call**

Present: Alt, Umhoefer, Ayar, Bingle, Cafilisch (6:35), Johnson, Palm, Reppen, Wastlund, White

Absent: Bowers, Platt-Gibson, Taylor

Other: Ed Geick, Patrick Cannon

**XI. Approve Agenda**

Motion to approve the agenda as presented

Umhoefer (1); Johnson (2)

Aye: All via voice vote

Nay: None

**XII. Approve Minutes**

Motion to approve the minutes as presented for September 6, 2018 as presented

Reppen (1); Ayar (2)

Aye: All via voice vote

Nay: None

**XIII. Public Comment**

None

**XIV. Old Business**

**a. Updates on Development Activities**

Ed Geick reported on the following:

- The winery has broken ground for their project
- A new business is on Lake St - restoring old locomotives
- Two new breweries are being located in the area

Ms. Cafilisch enters the meeting at 6:35 PM

**b. Updates from Plan Commission and Council**

Mayor Palm spoke on the following items:

- The Pink Lady Committee met and discussed the flood damages to the current tracks. Over 1 mile of track was damages in the recent flooding
- The 2019 budget has been approved with a \$.06 decline in the City Mill Rate. In addition, there were no fee increases

**c. Update from economic development partners and collaborators**

- Ms. Cafilisch indicated that the Chamber Board seats are up for election. She also indicated they continue to work on the Branding project. The Chamber is also sponsoring a Lunch and Learn program as a result of the recent photo incident that has been a focal point of the city.

- Ms. Umhoefer indicated that the AL Ringling Theater has a very nice Winter Concert Series planned. In addition, Baraboo will be one of four national places to show a Broadway production in January.

- Mr. White indicated that the SCDC's Fall Forum was very successful with a large turnout. He is also visiting various municipalities to present the Housing Study.

- Ms. Wastlund updated on the CDA functions since the building project has been completed.

- Mr. Bingle indicated that the Crane Foundation has broken ground on their expansion. They are also working on an environmental energy project that will also save money in the future.

- Dr. Ayar indicated that it is "business as usual" at the college.

**d. Consideration of development of a strategic plan for BEDC**

**i. Ad Hoc Committee on Eastside Corridor Study**

The Eastside Corridor study has been mailed to all parties along the corridor. A brief discussion of hosting a meeting with DOT was held.

**ii. Ad Hoc Committee on Business Walk**

The report will be issued to the businesses who participated in the project. The Committee discussed if the Business Walk project should be done again and how to obtain funding for it.

**XV. New Business**

**a. Discussion of recent community forums regarding cultural diversity**

It was noted that three meetings have been held since the photo incident took place. They have been well attended. Other events have been scheduled at the High School and for the public to attend.

**XVI. Update Partner Presentation Schedule**

The Commission would like to restart the speaker schedule in February, 2019. It was suggested that DOT and the Housing study be part of the programs.

**XVII. Commissioner and City Staff comments**

No comments were added

**XVIII. Adjournment**

Motion to adjourn the meeting was made at 6:52 pm.

Umhoefer (1); Caflich (2)

Aye: All via voice vote

Nay: None

**Copies of these meeting minutes are on file in the Clerk's office:**

PFC	11-19-18	Park & Recreation	12-10-18
Library Board	11-20-18, 12-18-18	Friends of Library	12-04-18
Plan Commission	12-18-18		

**INFORMATIONAL ITEMS**

**ADJOURNMENT**

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:55pm.

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Brenda Zeman, City Clerk